

March 23, 2004

TO: DECA Advisors  
FROM: State DECA Staff  
RE: International CDC 2004

This is your registration packet for the International Career Development Conference in Nashville. The short time frame between the State CDC and the International Conference, combined with the arrangements for handling lodging and air transportation, require your close attention to the registration process.

**HOTEL** Hilton Suites Nashville Downtown  
121 Fourth Avenue South  
Nashville, TN 37219  
(615) 620-1000  
<http://www.nashvillehilton.com/hotel/index.shtml>

**TRAVEL** Missouri DECA policy requires: "All Missouri DECA members travel as a delegation to National conferences. All delegates to the national conference are expected to attend the entire conference and complete all conference activities." (policy 11.6) Travel to the conference will be on Friday, April 30 with return on Wednesday, May 5. Do not register for the conference if you and your students cannot comply with this policy.

**QUALIFYING DELEGATES** A specified number of delegates from Missouri may attend the International Conference. The order of priority is:

1. Qualifying competitive event winners and their advisors
2. Leadership Delegates
3. State Officers

Qualifying competitive event winners are: Top six Individual Series event winners and top five management decision making teams, top four entries in all other events, and one representative from gold level Chapter Activities projects.

**REGISTRATION COSTS** Registration costs, without state support for qualifying winners, are listed below. Students should be roomed in a quad or triple room. We have a limited number of rooms in our state block.

Quad	\$558
Triple	\$620
Double	\$718
Single	\$1064

These costs include: round trip air fare to Nashville, ground transportation, services of Traveltyme, 5 nights lodging, awards reception Tuesday evening, pins, conference registration, and materials.

**STATE SUPPORT** Qualifying winners from state supported chapters will receive a credit of \$130 toward conference registration costs. Support for qualifying winners is:

Individual Series	each student
Management Team Decision Making	each student
International Business Plan	one per team
Entrepreneurship Participating	each student
Entrepreneurship Written	one per team
E-Commerce Business Plan	one per team
Marketing Research	one per team
Chapter Team Events	one per team
Advertising Campaign	one per team
Technical Marketing	each student
Fashion Merchandising	each student
Leadership Delegate	each student

All approved/eligible members of the State Action Team will receive \$130 support, regardless of their chapter's supported or non-supported status.

**SUPERVISION** The ratio for supervision at the International Conference is one advisor per five students. Each advisor must have in their possession at the International Conference the medical consent form for each student they are supervising. **THIS IS IMPORTANT.**

**WRITTEN PROJECT REGISTRATION** All written projects are registered during the event registration and briefing session at the International CDC. You should take one copy of the entry to turn in at registration, plus one copy for student referral during the interview. Do not transport written entries in checked luggage, but rather hand carry the events to the conference.

**ADVISOR ASSISTANCE** It is our responsibility as advisors to assist with conference and competitive event management. Each advisor is expected to work at least one day during the conference. Your choice of activity and day (Sunday, Monday or Tuesday) will be honored to the extent possible. Additional time commitments to insure the success of the conference may be required.

**DECA BLAZERS** DECA BLAZERS ARE REQUIRED FOR COMPETITION. DECA blazers must be worn during all interviews and role playing activities. Blazers will not be required during participant orientation or competitive event exam testing, but ***BUSINESS ATTIRE IS REQUIRED***. The DECA Board has adopted a dress code for the international conference, which is included. Please help your students understand its requirements and dress accordingly. We don't want any students to have a bad experience because they did not adhere to this policy. See the *DECA Guide* for blazer ordering information.

**POCKET CALCULATORS** Hand held calculators may be used during competition. Students may bring personal calculators and use them during comprehensive exam testing and during prep time for competitive events. No cell phones will be allowed in the competitive event halls. Cell phones may not be used as a calculator. No PDA type equipment will be allowed in the Individual Series events – only a basic four-function calculator.

**CANCELLATION POLICY** Any person canceling a reservation after the pre-registration meeting on March 23 will be charged any cost incurred by Missouri DECA on their behalf, including hotel and airfare. Every effort will be made to replace the cancelled delegate.

**PAYMENTS** All payment for registration should be made to Missouri DECA. Purchase orders or checks must be received by **April 9**. Full payment must be received no later than **April 23**.

**ADVISOR ACADEMY** This program will provide information about basic chapter management skills and integrating DECA activities into the curriculum. Advisors are invited to attend the entire program or those presentations that interest them most. Indicate your interest in attending this workshop on the Pre-Registration form.

**NEW ADVISOR ACADEMY** This academy will provide valuable information about creating and maintaining enthusiasm during a chapter's vital second year. Many practical topics are planned. This academy is for advisors and students from new or reactivated chapters. Scheduling will not interfere with the Advisor Academy and teachers may attend both. Indicate your interest in attending this workshop on the Pre-Registration form.

**THANK YOU'S** Letters of thanks and appreciation to principals, superintendents, and school boards from students who attend the international conference are very helpful. Some advisors require the students to maintain a journal of their activities and reactions to the conference. Both of these ideas are good. They help reinforce the idea that this is an educational conference with great benefits to the students.

**GENERAL SESSION ATTENDANCE** Missouri delegates did a great job last year in demonstrating to the rest of the country how to honor all of our members by remaining for the entire awards program. We can be very proud of our students and the teachers who "did the right thing." Corporate sponsors contribute over \$1 million a year to DECA because they believe it to be a strong educational program. That has a direct financial impact on DECA and the quality of services provided to your students. It's an important lesson for students to learn that sometimes in a business setting you have to endure and play the game. We are not serving them well by teaching that when you lose interest you can leave. Please continue the commitment now that you and your students will stay for the entire program at both the Opening and Grand Awards sessions. As one of the largest delegations at the conference we can show others how to do it right.

### **MISSOURI DELEGATION MEETINGS**

The Missouri Delegation will have two state meetings during the conference immediately preceding the general sessions. The first will be at 6:30 pm prior to the Opening Session, and a Recognition Reception on Tuesday at 6:30 prior to the Grand Awards Session. Students and advisors should attend these delegation meetings dressed appropriately for the general sessions.



**SPECIAL ASSISTANCE** Any delegate requiring special accommodation should contact Julie Lyman, DESE, 573/751-4367 prior to **April 9**.

You will receive additional information on the conference program and activities the week of **April 12**. If you have questions prior to then, please call or email the state office.